



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
PUBLICATIONS & GRAPHICS BUREAU

TERM CONTRACT

VENDOR

Comtex
2261 Eldorado
P.O. Box 80650
Billings MT 59108-0650

CONTRACT
NUMBER

140-98-L

CATEGORY

Continuous Letterhead

DESCRIPTION

EFFECTIVE
DATES

From

July 1, 1997

To

June 30, 1998

CONTINUOUS LETTERHEAD

ORDERING INFORMATION

CONTRACT
VENDOR

Comtex
2261 Eldorado
P.O. Box 80650
Billings MT 59108-0650
Phone: 406-343-6180

AGENCY
CONTACT

Donn Peden

DELIVERY ➤ Within 21 calendar days after the receipt of camera ready copy or final OK'd proof.

F.O.B. ➤ All State agencies, institutions and field offices throughout Montana.

TERMS ➤ Net

REMARKS:

Third Year of Contract

CONTRACT VALIDATED BY:

DATE

PUBLICATIONS & GRAPHICS BUREAU
DEPARTMENT OF ADMINISTRATION
920 FRONT ST - P.O. BOX 200132
HELENA, MT 59620-0132

INVOICES SHALL BE FURNISHED IN TRIPPLICATE

CONTINUOUS LETTERHEAD

Requirements for the period of July 1, 1997 through June 30, 1998.

For all state agencies, institutions and field offices throughout Montana.

TERMS OF CONTRACT:

Bidder and the State of Montana, Publications & Graphics Bureau agree that this contract may, upon mutual agreement, be extended in one (1) year intervals for a period not to exceed two (2) additional years. This extension is dependent upon legislative appropriations. This contract may be extended for one (1) year intervals according to the terms of the existing contract.

The State of Montana reserves the right to cancel this contract at any point during the term of the contract upon thirty (30) days written notification to the contract holder.

All invoicing and correspondence regarding the contract shall reference the term contract number.

Copy:

Camera ready copy provided for letterhead production shall be returned with the invoice.

Overruns:

Overruns shall not exceed 10% of individual orders. Payment shall not be made on excesses beyond that amount.

A tabulation of transactions relative to the contract shall be furnished by the contractor to the Publications and Graphics Bureau upon request at any time during the contract period.

Delivery:

All orders shall be delivered, FOB destination to all state agencies, institutions, and field offices throughout Montana, within 21 calendar days after the receipt of camera ready copy or final OK'd proofs.

Three or more documented occurrences of late delivery shall be valid cause for cancellation of the contract.

Continuous Letterhead:

Size: 9-1/2" width by 11" depth including 1/2" micro-perforated pin feed marginal tracks left and right sides. Must be "KEEN EDGE" perforation or equal. Detaches to 8-1/2" x 11".

Stock: As indicated below.

Printing: Printed one side, one color (black or reflex blue).

Copy: Camera ready.

Packaging: To be fan folded and boxed.

Description

ITEM #1: 20#, 25% recycled cotton fiber bond, white (10% Post Consumer Waste)

1M	2500	5000	10M	20M	Add'l/M's
\$120.00	\$70.00/M	\$50.00/M	\$40.00/M	\$32.00/M	\$28.00/M

ITEM #2: 20#, No. 4 recycled, bond, white (10% Post Consumer Waste)

1M	2500	5000	10M	20M	Add'l/M's
\$110.00	\$62.00/M	\$52.00/M	\$34.00/M	\$26.00/M	\$18.00/M

ITEM #3: 20#, recycled bond, laid finish, white or ivory (10% Post Consumer Waste)

1M	2500	5000	10M	20M	Add'l/M's
\$130.00	\$90.00/M	\$70.00/M	\$60.00/M	\$52.00/M	\$48.00/M

Add to base bids above for PMS ink other than black or reflex blue: \$25.00

Add to base bids above for 2nd color PMS ink:

1M	2500	5000	10M	20M	Add'l/M's
\$40.00	\$22.00/M	\$10.00/M	\$6.00/M	\$3.00/M	\$2.00/M

Composition and proof per order: \$30.00

Add to base bid for additional screen value: \$15.00

The State of Montana proofreading policy shall apply to this contract.

STATE OF MONTANA PROOFREADING POLICY

- 1.** Upon request of the ordering agency, a proof shall be provided by contract printers for any item on a purchase order that requires **any** amount of composition by that printer. Corrections are to be made on that proof, **signed** by a representative of the ordering agency and returned, marked "O.K." or "O.K. with corrections". If revised proofs are required, the written request for such shall be made at the time the initial proof is returned.
- 2.** Proofreading is the responsibility of the customer. Printers cannot be held responsible for errors if the work is printed per customer's approved proof **or** if changes are communicated verbally.
- 3.** Proofreading responsibility is not limited to line or word changes from preprinted original copy, but does include **all** copy submitted for that purchase order item.
- 4.** A contract printer shall be held responsible in the event that errors occur on final printed matter, if such errors were not corrected as per customers' individual proof notations.
- 5.** Proofs will be a chargeable item if specified in a contract as a line-item charge.
- 6.** Color proofs, blueline, brownline and similar proofs are chargeable items.